



**INSTRUCTIONS FOR COMPLETING
APPLICATION FOR
ELECTRICIAN EXAMINATION
OR
RECIPROCAL ELECTRICIAN CERTIFICATE**

Attached is the state of Washington application for the journeyman or specialty electrician's certificate examination or for a reciprocal electrician certificate. To avoid delays in the processing of your application, please ensure that you have included all of the items on the checklist provided below: *(Applications received without all the information will be denied.)*

- ☐ Complete the entire application including the work history portion.
- ☐ Date and sign the application in the **Applicant's Signature** block.
- ☐ Include the \$75.60 fee. Make checks payable to: **Department of Labor and Industries**
- ☐ Supply original **Affidavits of Experience**, unless already on file with the department.

NOTES

- Verification of your experience must be submitted on an **Affidavits of Experience** form and must be **notarized**. The Affidavits of Experience form must be completed by:
 - An authorized representative for the electrical contractor; or
 - Your Training Director if you are enrolled in a formal apprenticeship program.See [RCW 19.28 and WAC 296-46B-945](#) for additional information on qualifying for the Washington electrician examination.
- To be accepted, all experience must have been legally obtained under the requirements of RCW 19.28, or as required in the state where the electrical work was performed, see WAC 296-46B-945.
- No self-verification of electrical training experience will be accepted.
- Washington hours will not be credited if you did not have a current electrical training certificate. RCW 19.28.161 (2) is very clear that you must have an electrical training certificate to learn the electrical trade.
- All General Journeyman applicants must have 8,000 hours of experience with at least 4,000 of that being in new commercial/industrial installation.
- All Residential, Pump & Irrigation, Sign, Limited Energy, HVAC/Refrigeration, and Nonresidential Maintenance Specialty Electrician applicants must have 4,000 hours of experience in the appropriate specialty.
- All Domestic Well, HVAC/Refrigeration-Restricted, Nonresidential Lighting Maintenance & Retrofit, Residential Maintenance, Restricted Nonresidential Maintenance, Appliance Repair, Equipment Repair and Door Gate & Similar Systems Specialty Electrician applicants must have 2,000 hours of experience in the appropriate specialty. (See [WAC 296-46B-945](#) & Table 945-1 for important information.)
- **Reciprocal Applications:** You must submit a copy of your current Idaho, Alaska, Utah, Colorado, Wyoming, Montana, North Dakota, South Dakota, Nebraska, Minnesota, or Massachusetts electrician's certificate.
 - The reciprocal agreement is limited to the (01) general journeyman electrician in all states except Idaho, which also includes the JLE - (06) Limited Energy and the (04) Sign specialty electrician.
- You will be notified by mail if your application is approved or denied. If your application is approved the department will mail your approval letter with the contact information for the exam contractor. A separate fee for the electrical examination must be paid directly to the exam contractor. You will be responsible for scheduling your examination with the exam contractor. You can obtain information to study for the examination on the electrical website under Exam Information.
- Allow at least 4 weeks processing time under normal circumstances.
- Once you successfully pass the examination or get approved for a reciprocal certificate the department will mail your certificate to you within approximately 4 weeks.
- You must keep your electrical training certificate current until you pass the examination. If you take and pass a specialty electrician examination, you will also need to maintain your electrical training certificate, if you work outside the scope of that specialty. (Example: You have a residential electrician certificate but you want to work on a commercial job; you must have an electrical training certificate and work under the proper supervision.)

MAIL APPLICATION AND FEE TO:
Department of Labor and Industries
Electrical Licensing & Certification
PO Box 44460
Olympia, WA 98504-4460
360-902-5269
www.Lni.wa.gov



APPLICATION FOR
ELECTRICIAN EXAMINATION
OR
RECIPROCAL ELECTRICIAN
CERTIFICATE

ENCLOSE A CHECK OR MONEY ORDER PAYABLE TO: Department of Labor and Industries

FEE: \$75.60

NOTE: A separate fee for administering the examination must be paid directly to the exam contractor.

Name (Last name, first name, middle initial)			Birth Date
Mailing Address			Social Security Number
City	State	Zip Code	Daytime Phone (Include area code)
Join the electrical listserv for email updates & notices at http://listserv.wa.gov/archives/electrical.html or by providing your email address here:			

I am applying for: ☐ Electrician Examination
☐ Reciprocal Electrician Certificate

I am applying for the certificate type checked below: (see WAC 296-46B-920 for scope of work details)

- | | |
|---|---|
| <input type="checkbox"/> (01) General Journeyman | <input type="checkbox"/> (07) Nonresidential Maintenance |
| <input type="checkbox"/> (02) Residential | <input type="checkbox"/> (07A) Nonresidential Lighting Maintenance and Retrofit |
| <input type="checkbox"/> (03) Pump and Irrigation | <input type="checkbox"/> (07B) Residential Maintenance |
| <input type="checkbox"/> (03A) Domestic Well | <input type="checkbox"/> (07C) Restricted Nonresidential Maintenance |
| <input type="checkbox"/> (04) Signs | <input type="checkbox"/> (07D) Appliance Repair |
| <input type="checkbox"/> (06) Limited Energy System | <input type="checkbox"/> (07E) Equipment Repair |
| <input type="checkbox"/> (06A) HVAC/refrigeration Limited Energy System | <input type="checkbox"/> (10) Door, Gate, and Similar Systems |
| <input type="checkbox"/> (06B) HVAC/refrigeration - Restricted | |

Have you previously been a certified electrician or trainee with this agency? ☐ Yes ☐ No

Is this your first application for an electrician exam or reciprocal certificate with this agency? ☐ Yes ☐ No

Are all of your affidavits of experience already on file with the department?

- ☐ Yes, then you do not have to submit additional affidavits of experience.
☐ No, then you must submit additional affidavits of experience.

All applications and documents submitted must be originals and become the property of the department.

Employment History:

Name of employer	Date From:	Date To:	
Address:	City	State	Zip Code
Position—Job Duties			
Name of employer	Date From:	Date To:	
Address:	City	State	Zip Code
Position—Job Duties			

I declare under penalty of perjury under the laws of the State of Washington that the forgoing is true and correct:

Date:	Applicant's Signature:
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Approved <input type="checkbox"/> <input type="checkbox"/>	Reason Code	Cross-ref. with prev. certificate #:	A/C	Update hours?	Initials	Date
E <input type="checkbox"/> R <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>						



AFFIDAVIT OF EXPERIENCE

(Time frame cannot exceed 24 months per affidavit)
Update fee of \$44.90 required if not submitted with renewal

I, _____ affirm and certify that
PRINT name of Authorized Electrical Contractor's Representative or approved Training Director

_____ has worked for
PRINT name of trainee *Training Certificate or Social Security No.*

_____ in the electrical construction trade
PRINT name of company or training program *UBI or license number*

from _____ to _____ with ☐ 75% or ☐ 100%
Month Day Year Month Day Year *Check the appropriate level of supervision*

direct supervision under a CERTIFIED journeyman or specialty electrician in the category indicated below for the number of hours shown.

- There can be no errors, whiteouts, alterations or additions on the form and you must submit the original affidavit.
- If the electrical trainee certificate or the electrical contractor license was not active, the department cannot credit hours worked during that time frame and they should not be reported on the affidavit. Use multiple affidavits to separate time frames where a lapse occurred.
- See [WAC 296-46B-920](#) for details on scope-of-work in the electrical specialties. All training hours must be separated and submitted in the proper category. Time frame cannot exceed 24 months per affidavit.
- Work in the (01) category requires supervision by a (01) journeyman electrician in a one-to-one ratio (1 electrician to 1 trainee).
- All specialties require supervision by a certified journeyman electrician or a certified specialty electrician in the appropriate specialty in a two-to-one ratio (2 trainees to 1 electrician).
- If the experience is from out of state you must provide verification that they are from a valid company (i.e. copy of companies license), please see [WAC 296-46B-945](#) (5-8).
- Electrical training hours gained in specialties requiring less than 2 years (4,000 hours) for certification may not be credited towards qualification for the journeyman electrician examination. Please see WAC 296-46B-945 Table 945-1 for more information.

Hours	Category	Hours	Category
_____	(01) (General) Commercial/New Industrial	_____	(07) Nonresidential Maintenance
_____	(02) Residential	_____	(07A) Nonresidential Lighting Maintenance
_____	(03) Pump and Irrigation	_____	(07B) Residential Maintenance
_____	(03A) Domestic Well	_____	(07C) Restricted Nonresidential Maintenance
_____	(04) Signs	_____	(07D) Appliance Repair
_____	(06) Limited Energy System	_____	(07E) Equipment Repair
_____	(06A) HVAC/refrigeration Limited Energy	_____	(10) Door, Gate, and Similar Systems
_____	(06B) HVAC/refrigeration - Restricted		

I hereby certify that the statements on this affidavit are true and accurate to the best of my knowledge.
(See chapter 19.28 RCW and chapter 296-46B WAC for penalties for false statements or material misrepresentations.)

Date	Signature of Authorized Electrical Contractor's Representative or approved Training Director
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SIGNATURE MUST BE NOTARIZED

NOTARY
SEAL

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE	MY COMMISSION EXPIRES ON
NOTARY PUBLIC IN AND FOR THE STATE OF	RESIDING AT

NOTARY SIGNATURE

I hereby certify that the statements on this affidavit are true and accurate to the best of my knowledge and request that these hours be credited to my electrical training file. I acknowledge that the department may deny this affidavit and subtract up to 2000 hours from my total training hours, if I make a false statement or misrepresentation of my hours on this affidavit.

Date	Signature of Applicant
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SIGNATURE MUST BE NOTARIZED

NOTARY
SEAL

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE	MY COMMISSION EXPIRES ON
NOTARY PUBLIC IN AND FOR THE STATE OF	RESIDING AT

NOTARY SIGNATURE

Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reason Code	Lapse	From	To	A/C	Initials	Date
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